



State of California—Health and Human Services Agency  
**Department of Health Services**



**GRAY DAVIS**  
Governor

March 28, 2003

TO: FAMILY PACT PROVIDERS

SUBJECT: FAMILY PACT PROGRAM LETTER 03-02  
Notice of Privacy Practices – HIPAA Compliance

The Office of Family Planning (OFP) is sending this Program Letter to inform you of a Federal Health Insurance Portability and Accountability Act (HIPAA) requirement. The Act contains privacy and security regulations with which the California Department of Health Services and Family PACT (Planning, Access, Care and Treatment) Program must comply. The enclosed Privacy Practices Notification (PPN) for clients is part of such compliance.

Effective April 14, 2003, all Family PACT clients must receive a copy of the enclosed PPN. Providers must document, in the medical record of the client, that the client has received a copy of the PPN when visiting your office.

Please understand that you are not to mail the PPN to clients, but to give it to them when they come to your office for Family PACT services.

This Program Letter and the PPN are posted on the OFP website: [www.familypact.org](http://www.familypact.org). General HIPAA information may be found at: [www.dhs.ca.gov/hipaa](http://www.dhs.ca.gov/hipaa).

Thank you for your cooperation.

Sincerely,

Anna Ramirez, M.P.H., Chief  
Office of Family Planning

Enclosure



Do your part to help California save energy. To learn more about saving energy, visit the following web site:  
[www.consumerenergycenter.org/flex/index.html](http://www.consumerenergycenter.org/flex/index.html)

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